GST 6% → 0%
AutoCount Accounting Guide

How to change item selling price from GST 6% Inclusive to 0% (Export to and Import from Excel)

Account | Billing | Stock | POS | Payroll

Microsoft GOLD CERTIFIED Partner

ISV/Software Solutions

MSC MALAYSIA Status Company

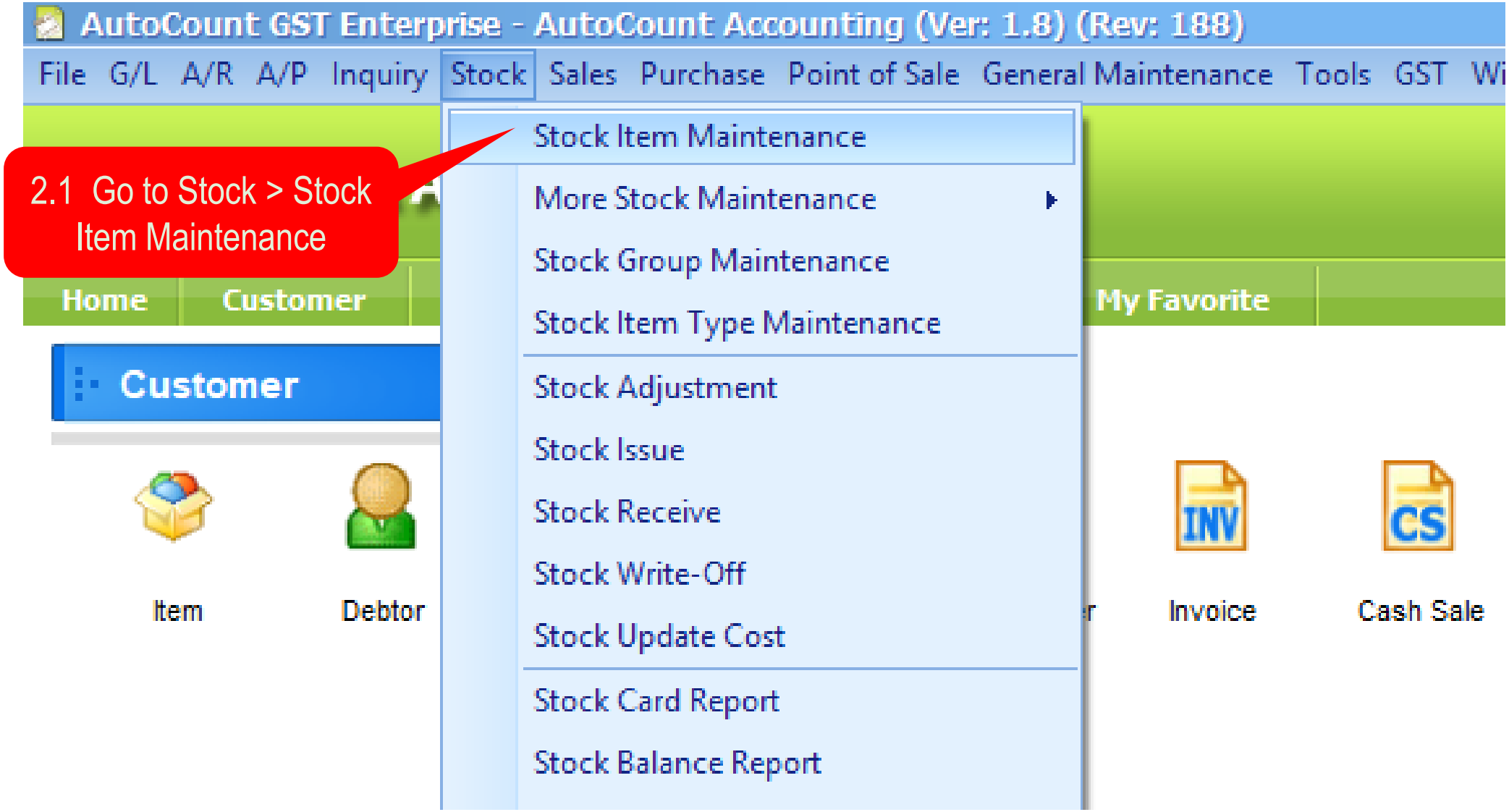
Introduction

- This guide demonstrates the steps how to change all your stock items selling prices that were maintained at Stock Item Maintenance, from price inclusive of 6% (e.g. RM10.60) to price without GST (e.g. RM10.00).
- With the changes, your billing (especially retails outlet or those who are using AutoCount POS system) for 1 June 2018 onwards will be using item price which is NOT Inclusive of GST.
- The steps are summarized as below:
    1. Backup account book before making changes
    2. In AutoCount Accounting, export stock items listing to Excel
    3. In Excel, modify the selling price (using formula or manually change)
    4. Go back to AutoCount, import the modified stock items listing
    5. Verify the changes

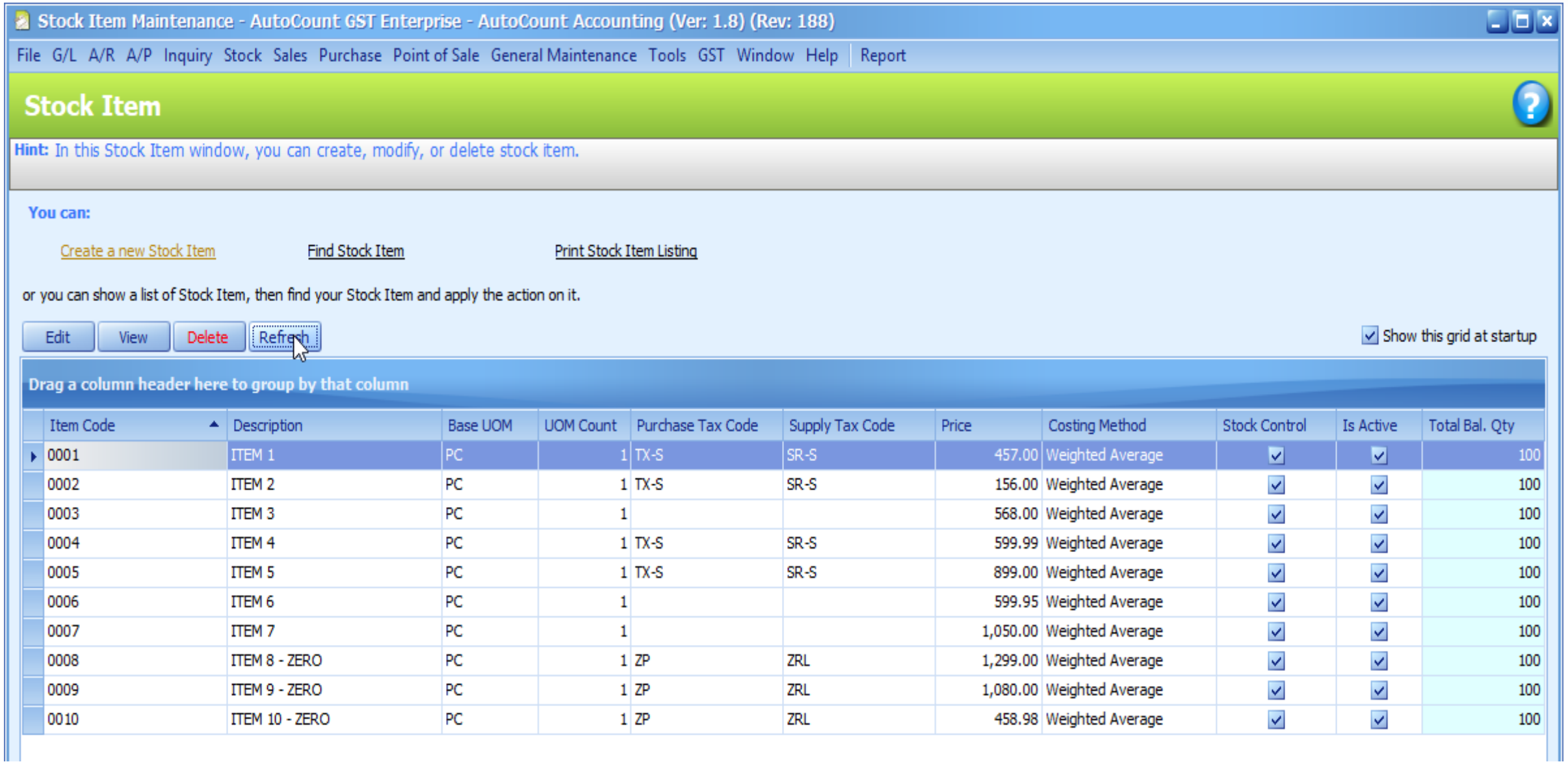
Step 1. Backup Account Book

- Login to AutoCount (select your account book) at the server PC that contains AutoCount database
- Backup the account book.

Step 2. Export Stock Items To Excel

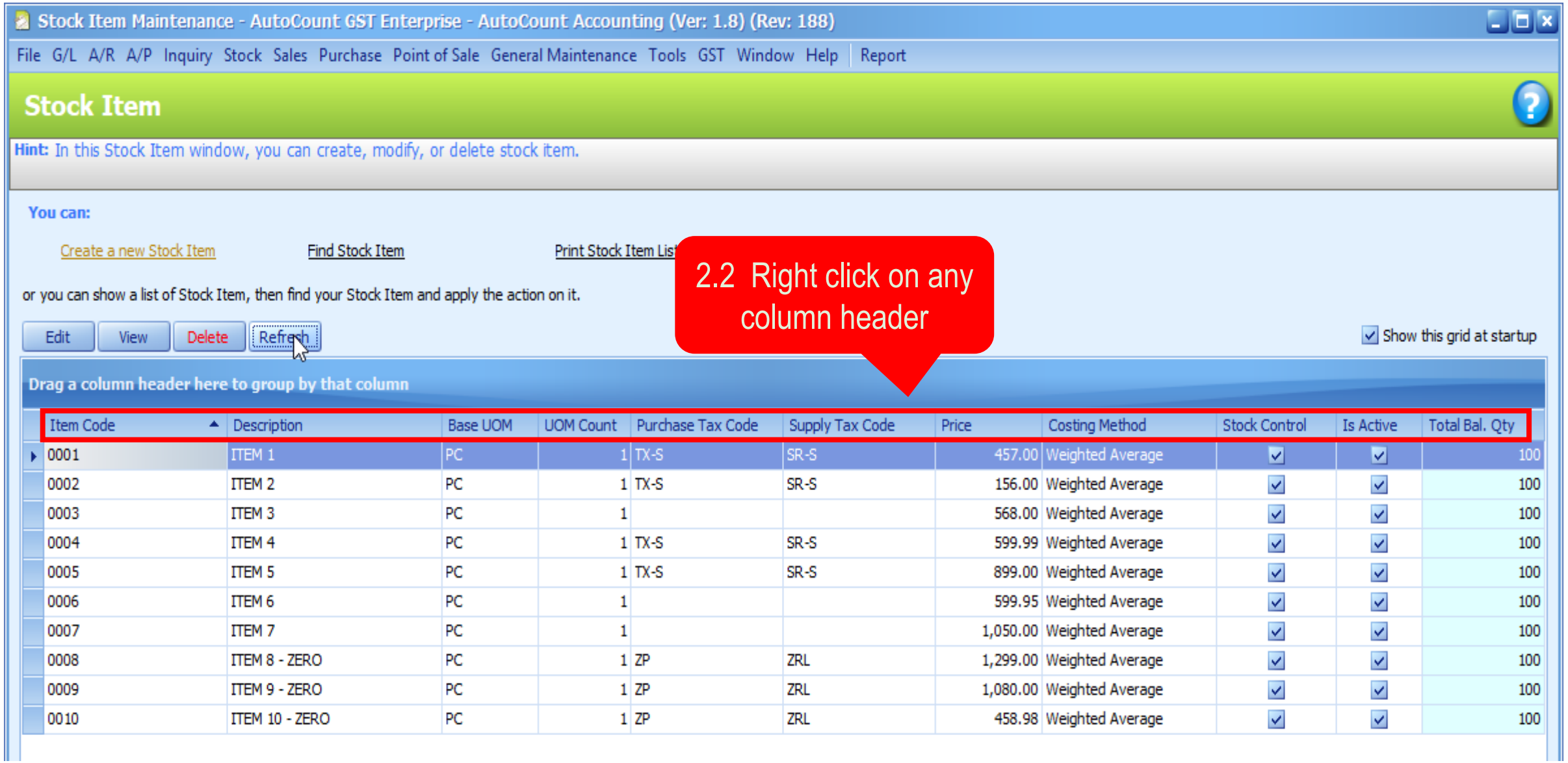


Step 2. Export Stock Items To Excel



Item Code	Description	Base UOM	UOM Count	Purchase Tax Code	Supply Tax Code	Price	Costing Method	Stock Control	Is Active	Total Bal. Qty
0001	ITEM 1	PC	1	TX-S	SR-S	457.00	Weighted Average	☑	☑	100
0002	ITEM 2	PC	1	TX-S	SR-S	156.00	Weighted Average	☑	☑	100
0003	ITEM 3	PC	1			568.00	Weighted Average	☑	☑	100
0004	ITEM 4	PC	1	TX-S	SR-S	599.99	Weighted Average	☑	☑	100
0005	ITEM 5	PC	1	TX-S	SR-S	899.00	Weighted Average	☑	☑	100
0006	ITEM 6	PC	1			599.95	Weighted Average	☑	☑	100
0007	ITEM 7	PC	1			1,050.00	Weighted Average	☑	☑	100
0008	ITEM 8 - ZERO	PC	1	ZP	ZRL	1,299.00	Weighted Average	☑	☑	100
0009	ITEM 9 - ZERO	PC	1	ZP	ZRL	1,080.00	Weighted Average	☑	☑	100
0010	ITEM 10 - ZERO	PC	1	ZP	ZRL	458.98	Weighted Average	☑	☑	100

Step 2. Export Stock Items To Excel



Item Code	Description	Base UOM	UOM Count	Purchase Tax Code	Supply Tax Code	Price	Costing Method	Stock Control	Is Active	Total Bal. Qty
0001	ITEM 1	PC	1	TX-S	SR-S	457.00	Weighted Average	☑	☑	100
0002	ITEM 2	PC	1	TX-S	SR-S	156.00	Weighted Average	☑	☑	100
0003	ITEM 3	PC	1			568.00	Weighted Average	☑	☑	100
0004	ITEM 4	PC	1	TX-S	SR-S	599.99	Weighted Average	☑	☑	100
0005	ITEM 5	PC	1	TX-S	SR-S	899.00	Weighted Average	☑	☑	100
0006	ITEM 6	PC	1			599.95	Weighted Average	☑	☑	100
0007	ITEM 7	PC	1			1,050.00	Weighted Average	☑	☑	100
0008	ITEM 8 - ZERO	PC	1	ZP	ZRL	1,299.00	Weighted Average	☑	☑	100
0009	ITEM 9 - ZERO	PC	1	ZP	ZRL	1,080.00	Weighted Average	☑	☑	100
0010	ITEM 10 - ZERO	PC	1	ZP	ZRL	458.98	Weighted Average	☑	☑	100

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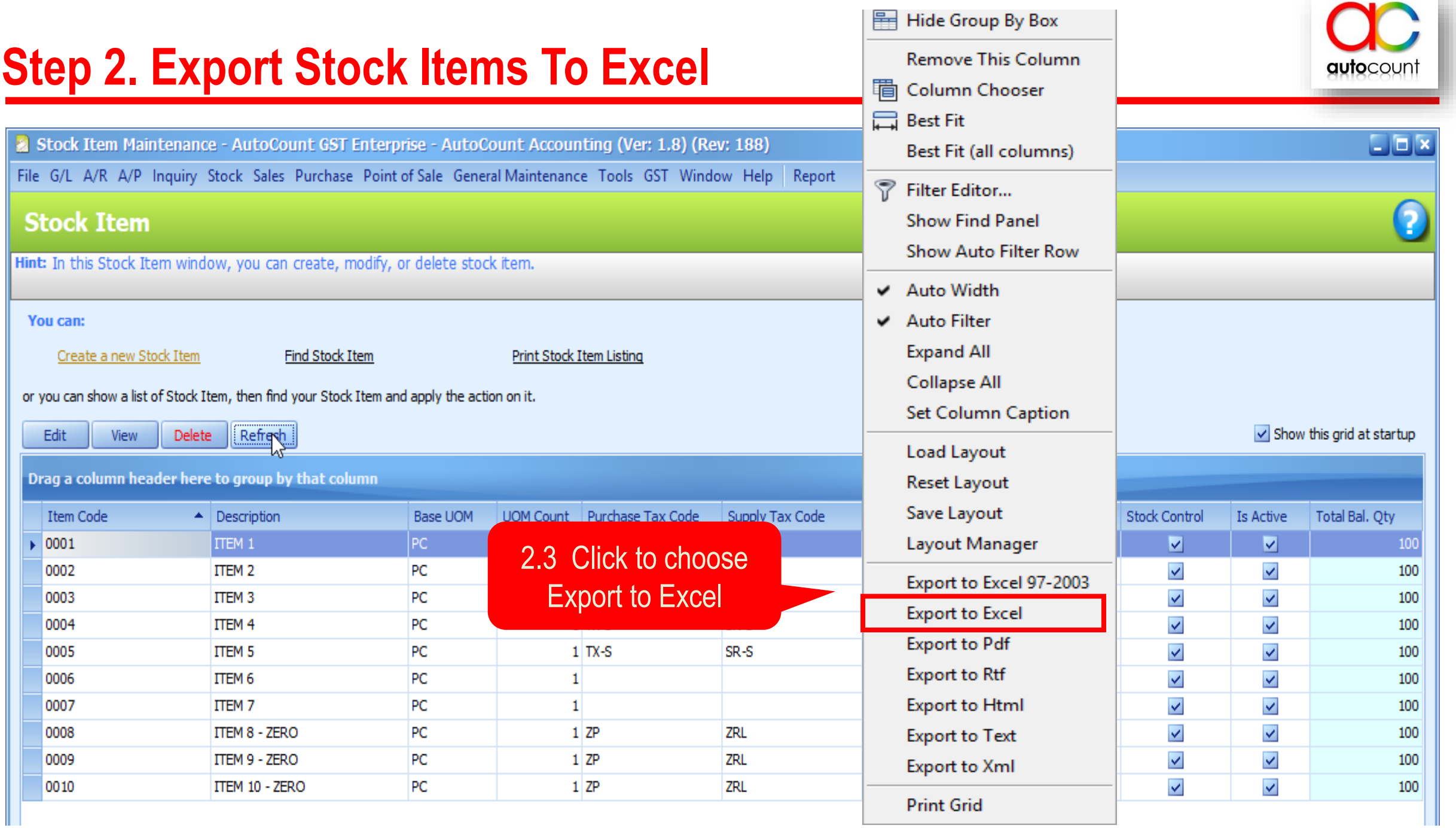

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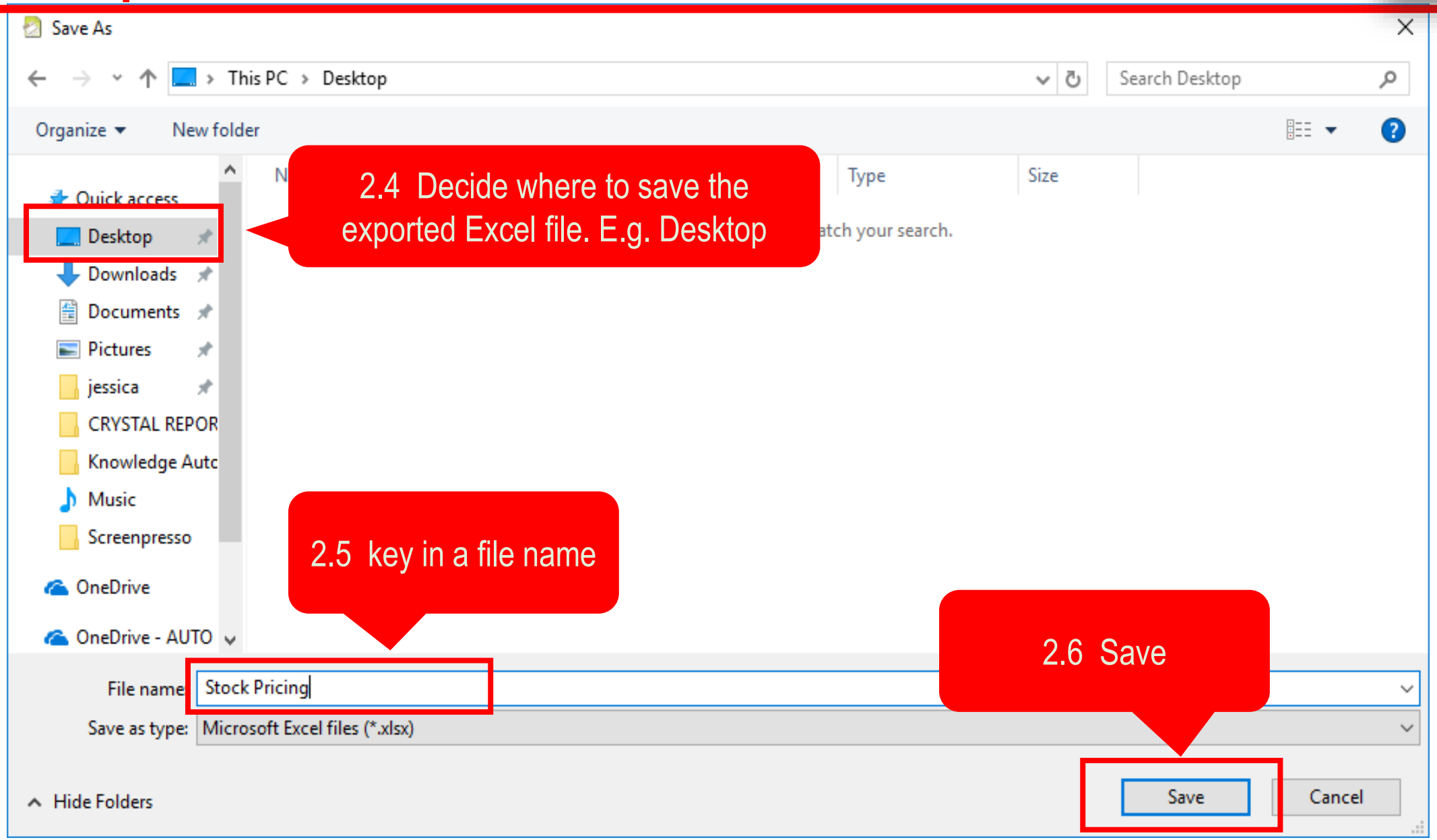
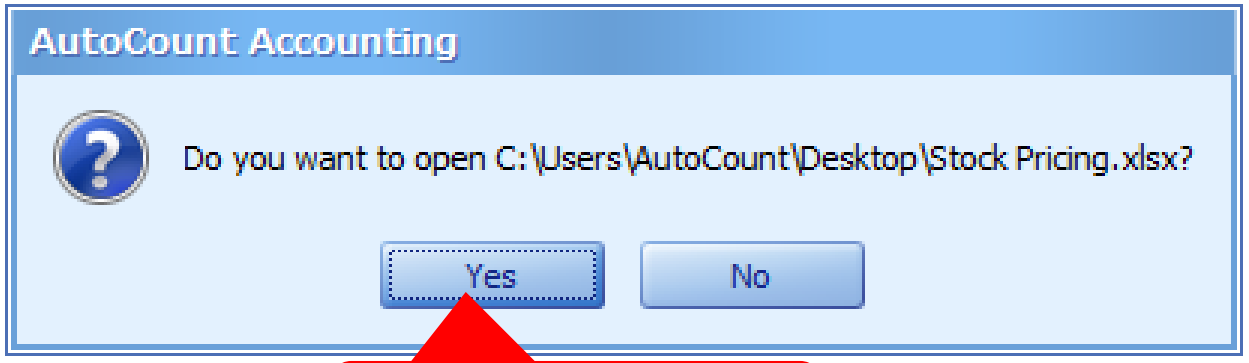


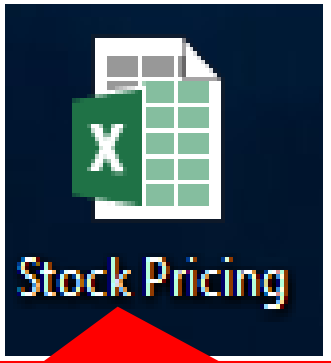
Step 3. Modify Prices in Excel

3.1 Open the Excel file



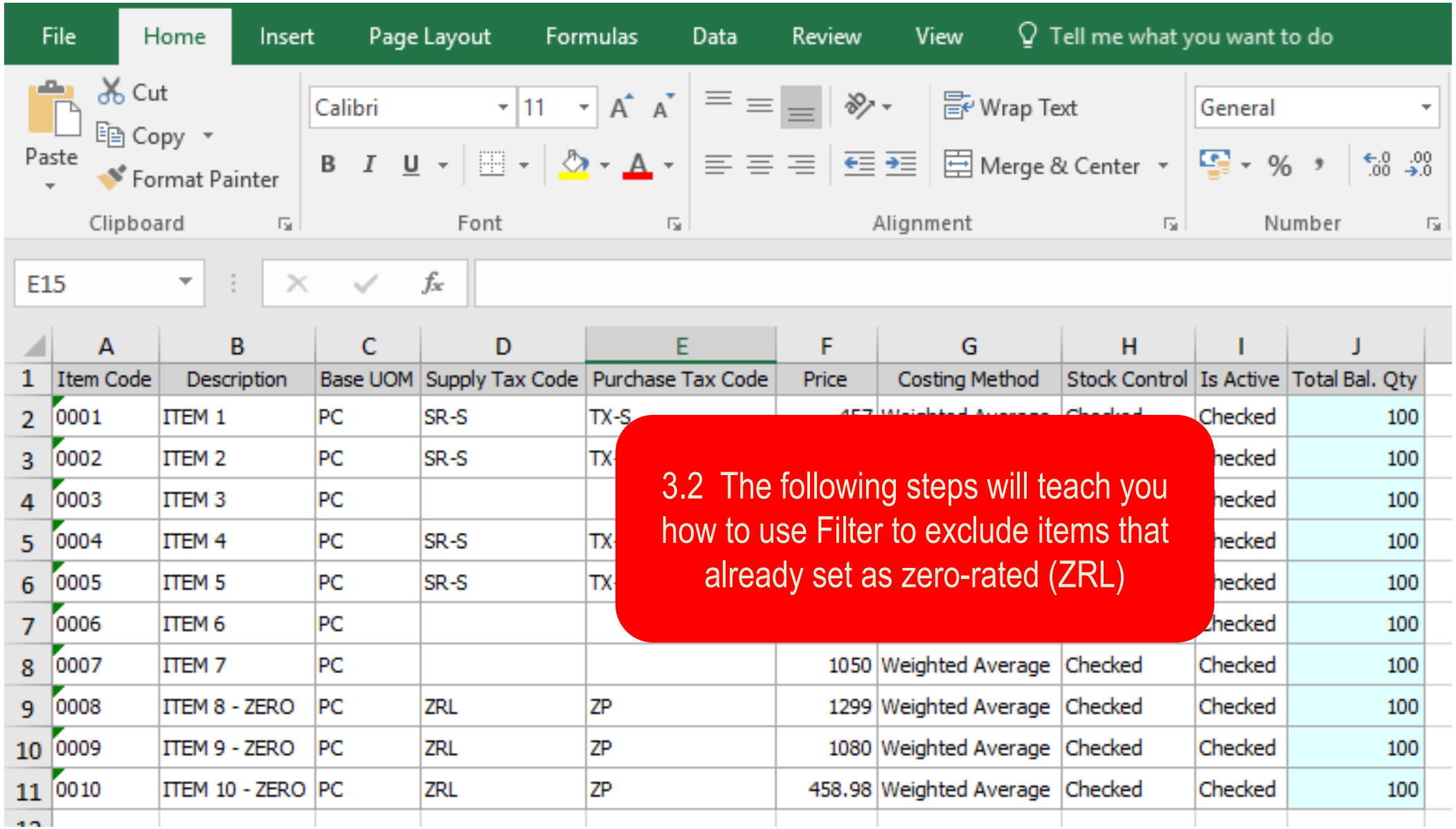
Click on Yes to open the Excel file

OR



Locate and double click on the saved Excel file to open it

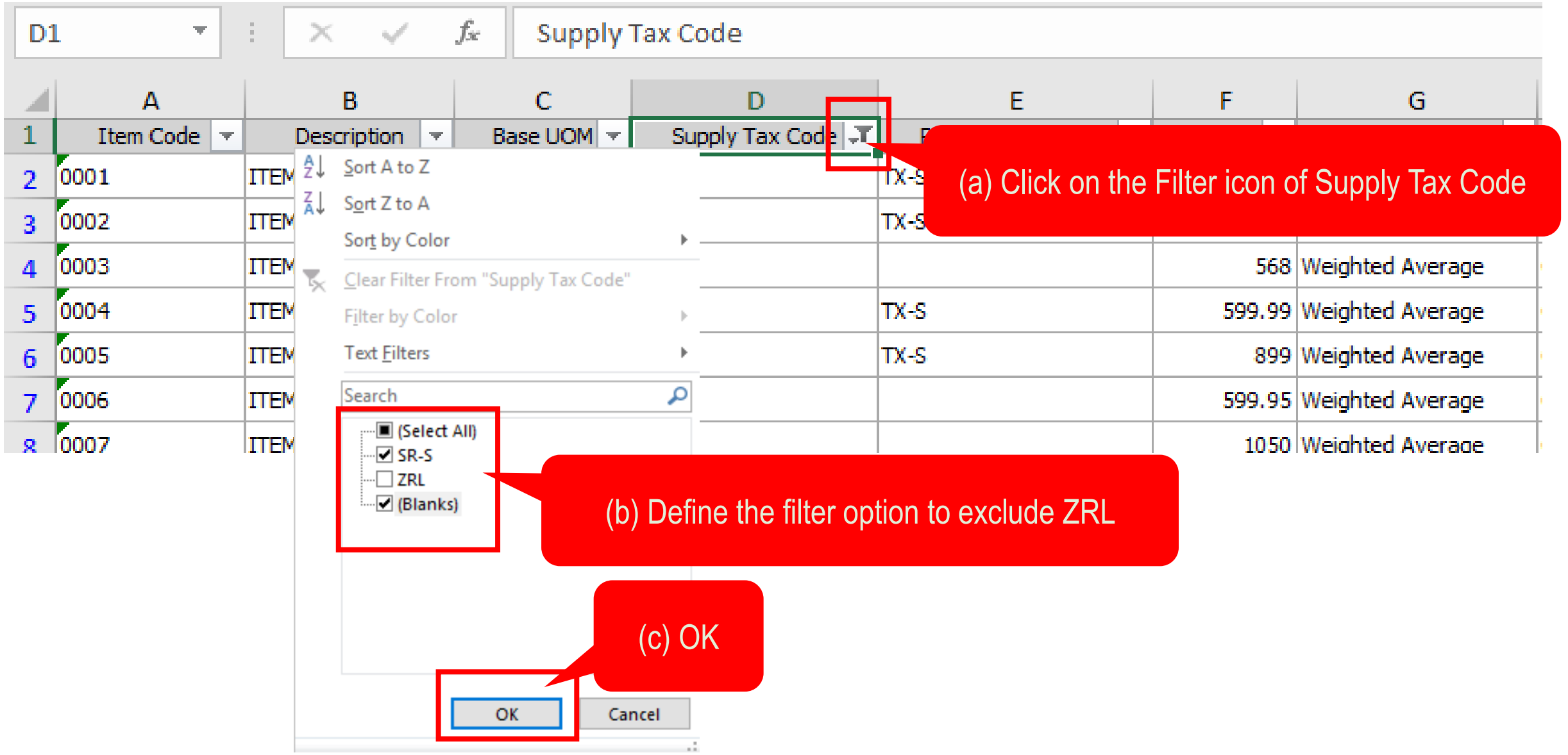
Step 3. Modify Prices in Excel



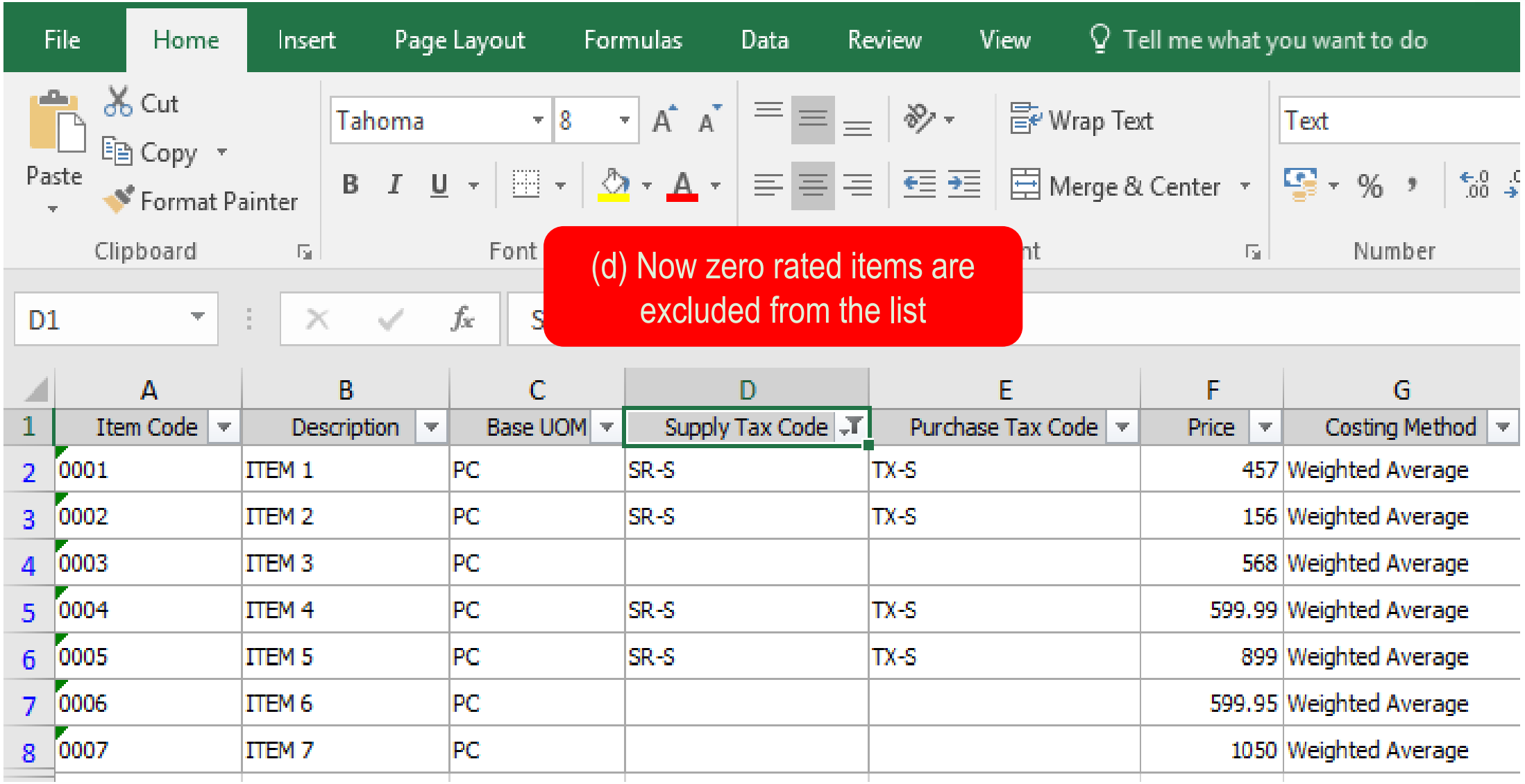
	A	B	C	D	E	F	G	H	I	J
1	Item Code	Description	Base UOM	Supply Tax Code	Purchase Tax Code	Price	Costing Method	Stock Control	Is Active	Total Bal. Qty
2	0001	ITEM 1	PC	SR-S	TX-S				Checked	100
3	0002	ITEM 2	PC	SR-S	TX				necked	100
4	0003	ITEM 3	PC						necked	100
5	0004	ITEM 4	PC	SR-S	TX				necked	100
6	0005	ITEM 5	PC	SR-S	TX				necked	100
7	0006	ITEM 6	PC						hecked	100
8	0007	ITEM 7	PC			1050	Weighted Average	Checked	Checked	100
9	0008	ITEM 8 - ZERO	PC	ZRL	ZP	1299	Weighted Average	Checked	Checked	100
10	0009	ITEM 9 - ZERO	PC	ZRL	ZP	1080	Weighted Average	Checked	Checked	100
11	0010	ITEM 10 - ZERO	PC	ZRL	ZP	458.98	Weighted Average	Checked	Checked	100

3.2 The following steps will teach you how to use Filter to exclude items that already set as zero-rated (ZRL)

Step 3. Modify Prices in Excel



Step 3. Modify Prices in Excel



	A	B	C	D	E	F	G
1	Item Code	Description	Base UOM	Supply Tax Code	Purchase Tax Code	Price	Costing Method
2	0001	ITEM 1	PC	SR-S	TX-S	457	Weighted Average
3	0002	ITEM 2	PC	SR-S	TX-S	156	Weighted Average
4	0003	ITEM 3	PC			568	Weighted Average
5	0004	ITEM 4	PC	SR-S	TX-S	599.99	Weighted Average
6	0005	ITEM 5	PC	SR-S	TX-S	899	Weighted Average
7	0006	ITEM 6	PC			599.95	Weighted Average
8	0007	ITEM 7	PC			1050	Weighted Average

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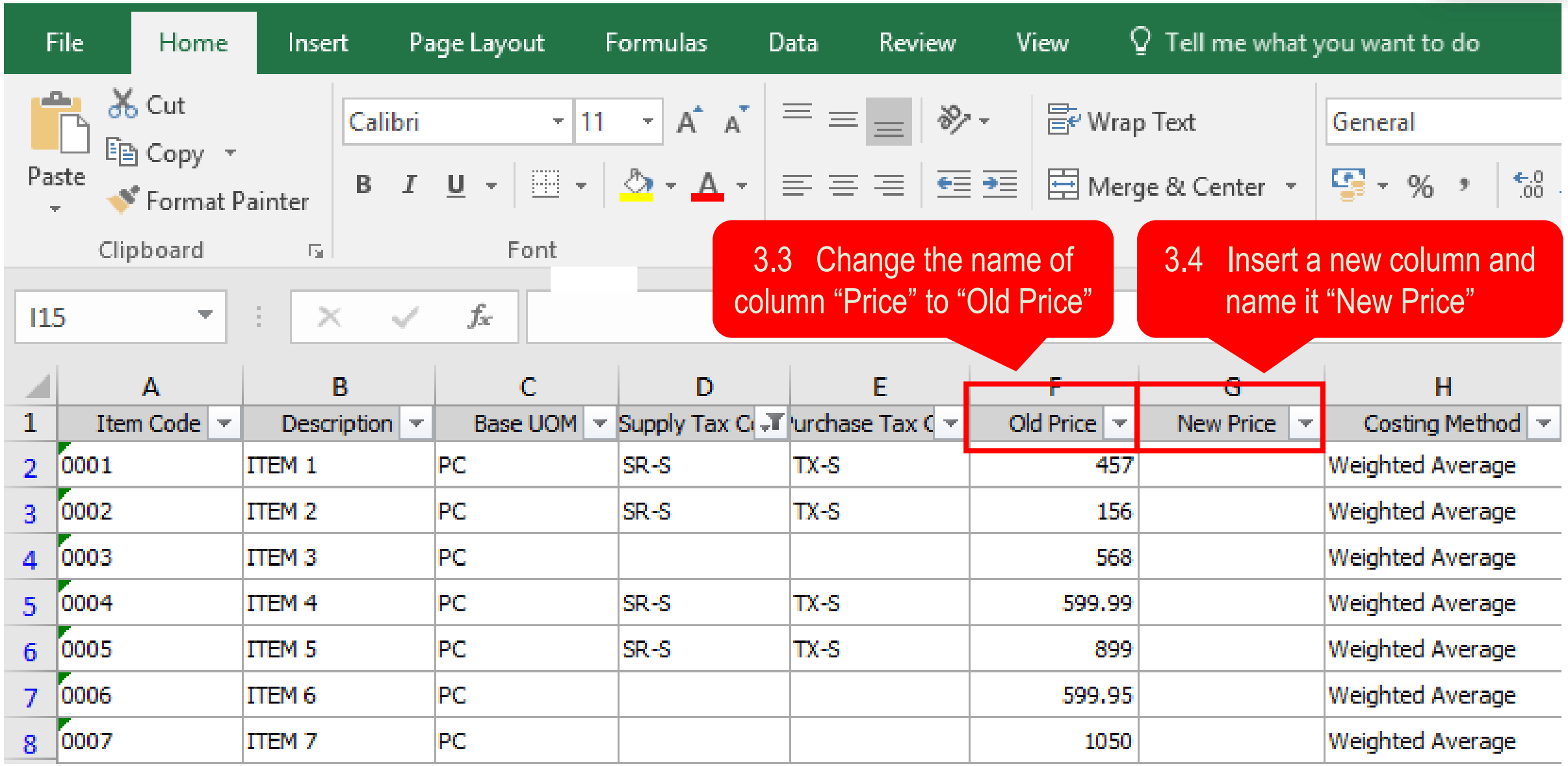

	A	B	C	D	E	F	G	H
1	Item Code	Description	Base UOM	Supply Tax C	urchase Tax C	Old Price	New Price	Costing Method
2	0001	ITEM 1	PC	SR-S	TX-S	457		Weighted Average
3	0002	ITEM 2	PC	SR-S	TX-S	156		Weighted Average
4	0003	ITEM 3	PC			568		Weighted Average
5	0004	ITEM 4	PC	SR-S	TX-S	599.99		Weighted Average
6	0005	ITEM 5	PC	SR-S	TX-S	899		Weighted Average
7	0006	ITEM 6	PC			599.95		Weighted Average
8	0007	ITEM 7	PC			1050		Weighted Average

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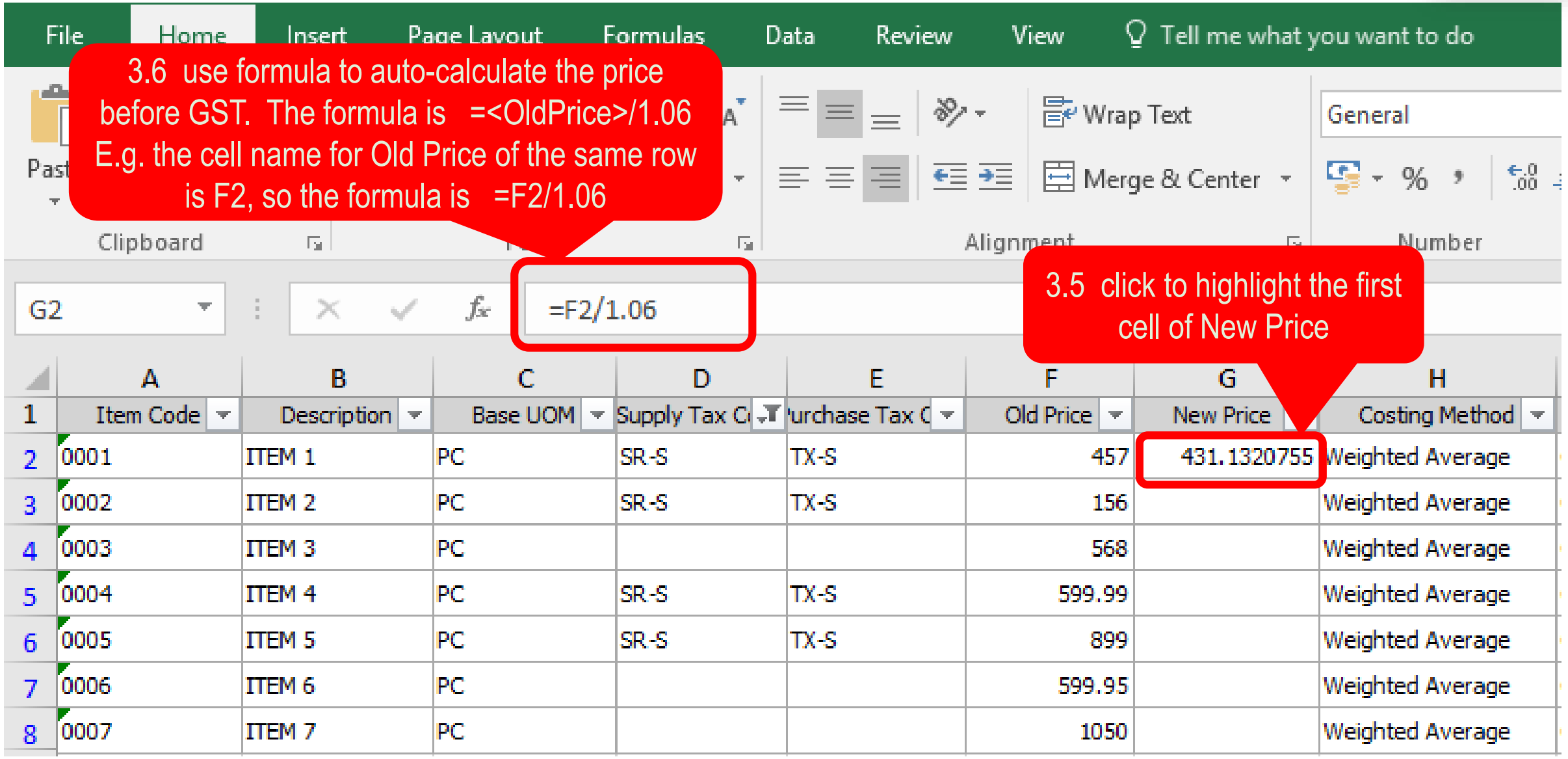
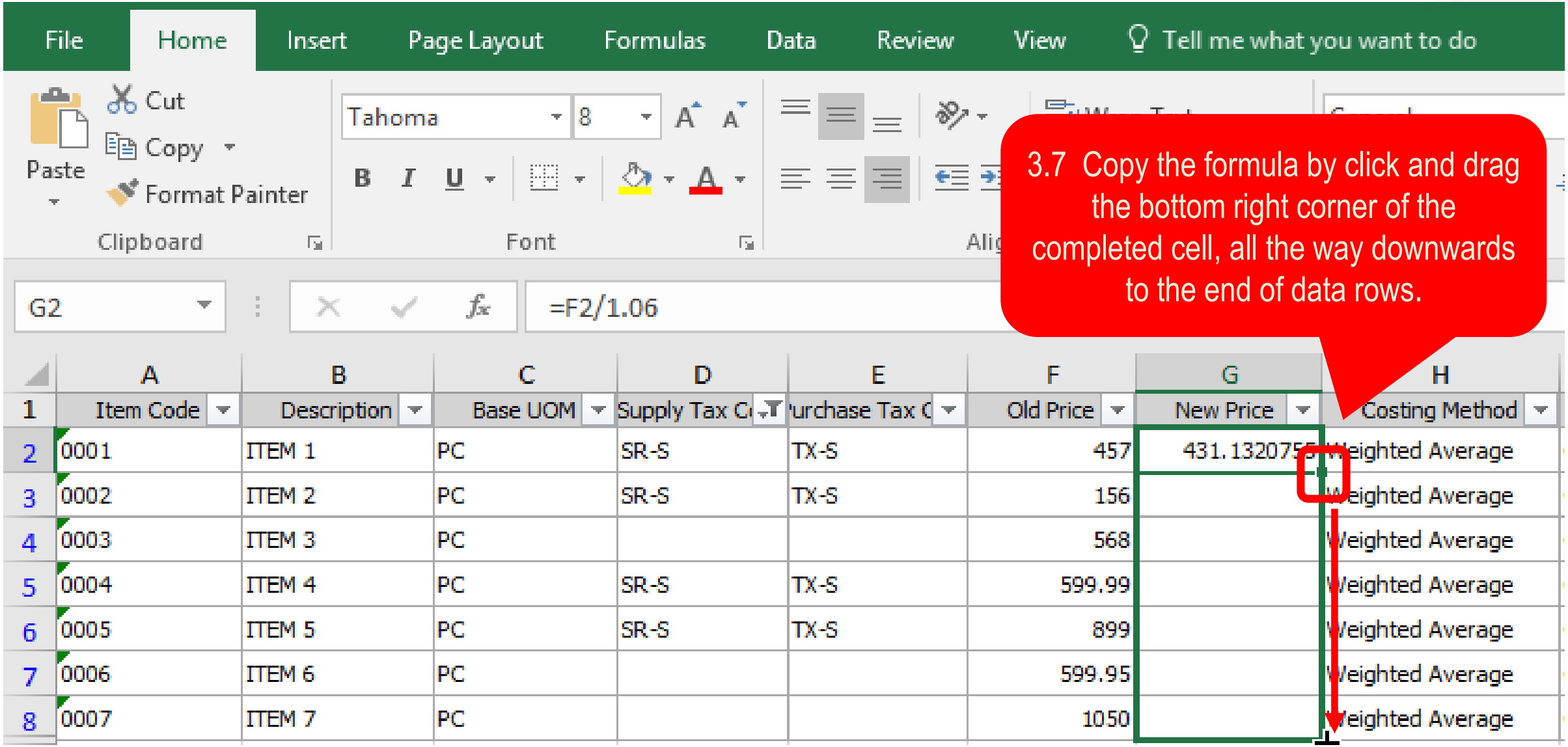


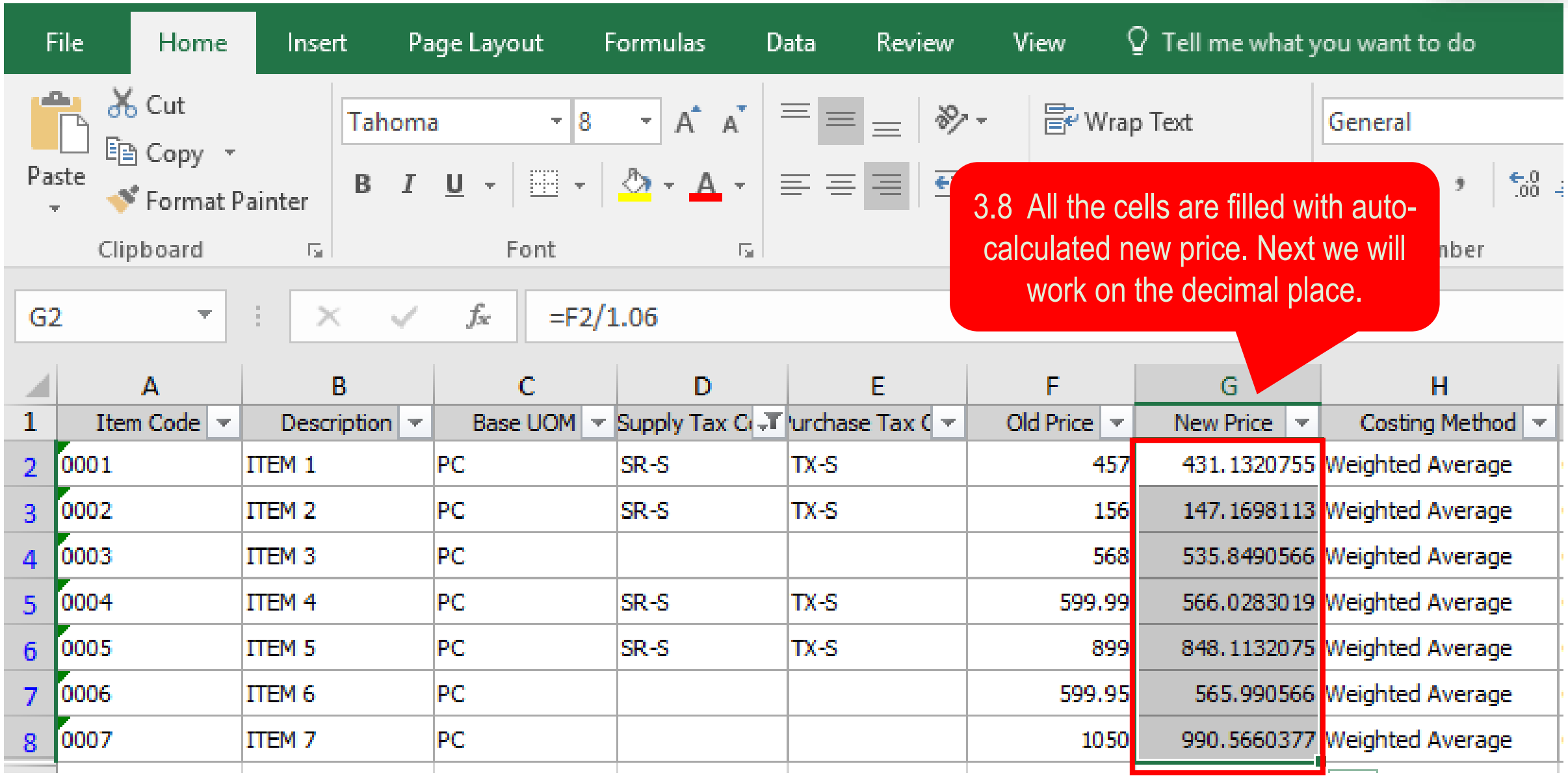
	A	B	C	D	E	F	G	H
1	Item Code	Description	Base UOM	Supply Tax C	urchase Tax C	Old Price	New Price	Costing Method
2	0001	ITEM 1	PC	SR-S	TX-S	457	431.1320755	Weighted Average
3	0002	ITEM 2	PC	SR-S	TX-S	156		Weighted Average
4	0003	ITEM 3	PC			568		Weighted Average
5	0004	ITEM 4	PC	SR-S	TX-S	599.99		Weighted Average
6	0005	ITEM 5	PC	SR-S	TX-S	899		Weighted Average
7	0006	ITEM 6	PC			599.95		Weighted Average
8	0007	ITEM 7	PC			1050		Weighted Average

Step 3. Modify Prices in Excel



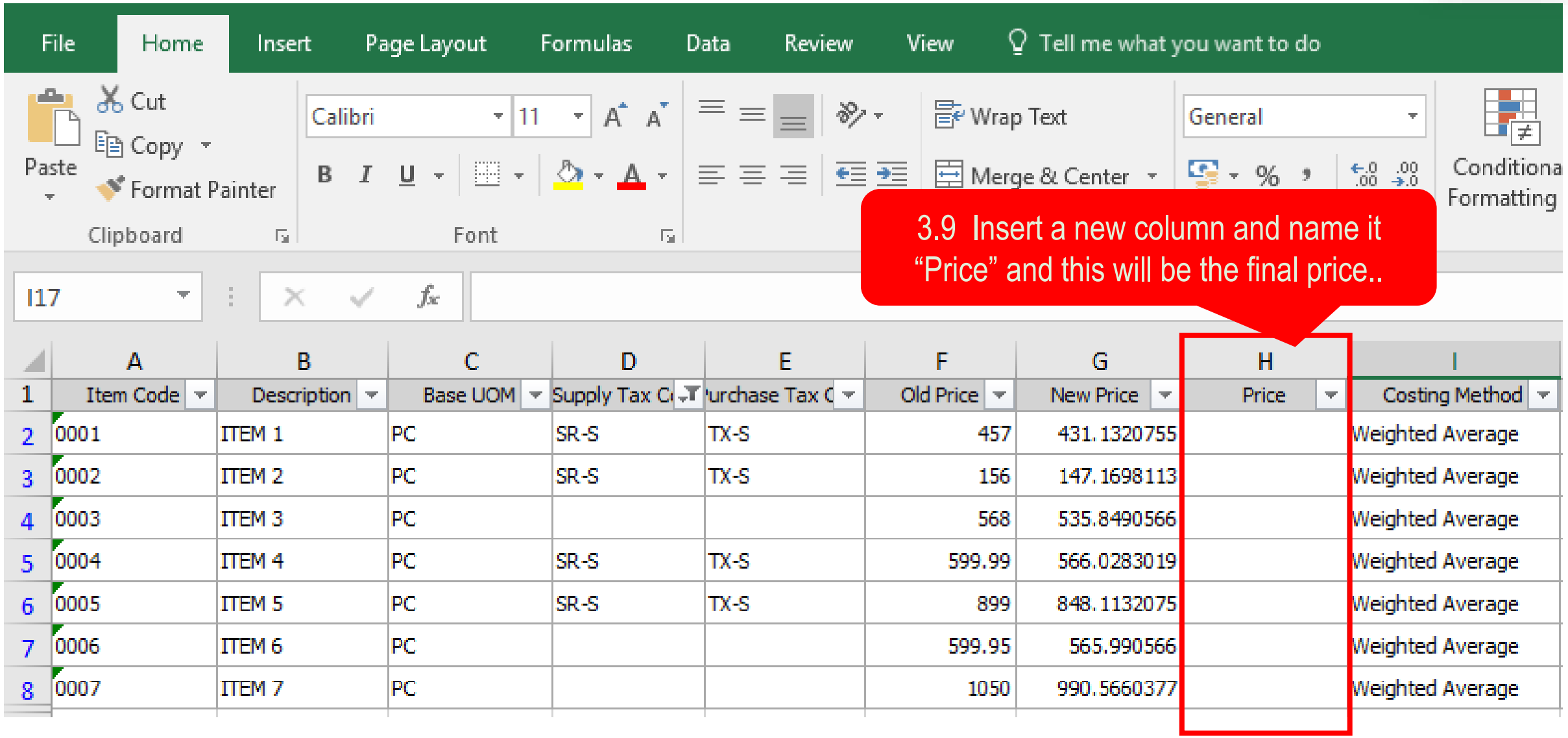
	A	B	C	D	E	F	G	H
1	Item Code	Description	Base UOM	Supply Tax C	urchase Tax C	Old Price	New Price	Costing Method
2	0001	ITEM 1	PC	SR-S	TX-S	457	431.1320755	Weighted Average
3	0002	ITEM 2	PC	SR-S	TX-S	156		Weighted Average
4	0003	ITEM 3	PC			568		Weighted Average
5	0004	ITEM 4	PC	SR-S	TX-S	599.99		Weighted Average
6	0005	ITEM 5	PC	SR-S	TX-S	899		Weighted Average
7	0006	ITEM 6	PC			599.95		Weighted Average
8	0007	ITEM 7	PC			1050		Weighted Average

Step 3. Modify Prices in Excel



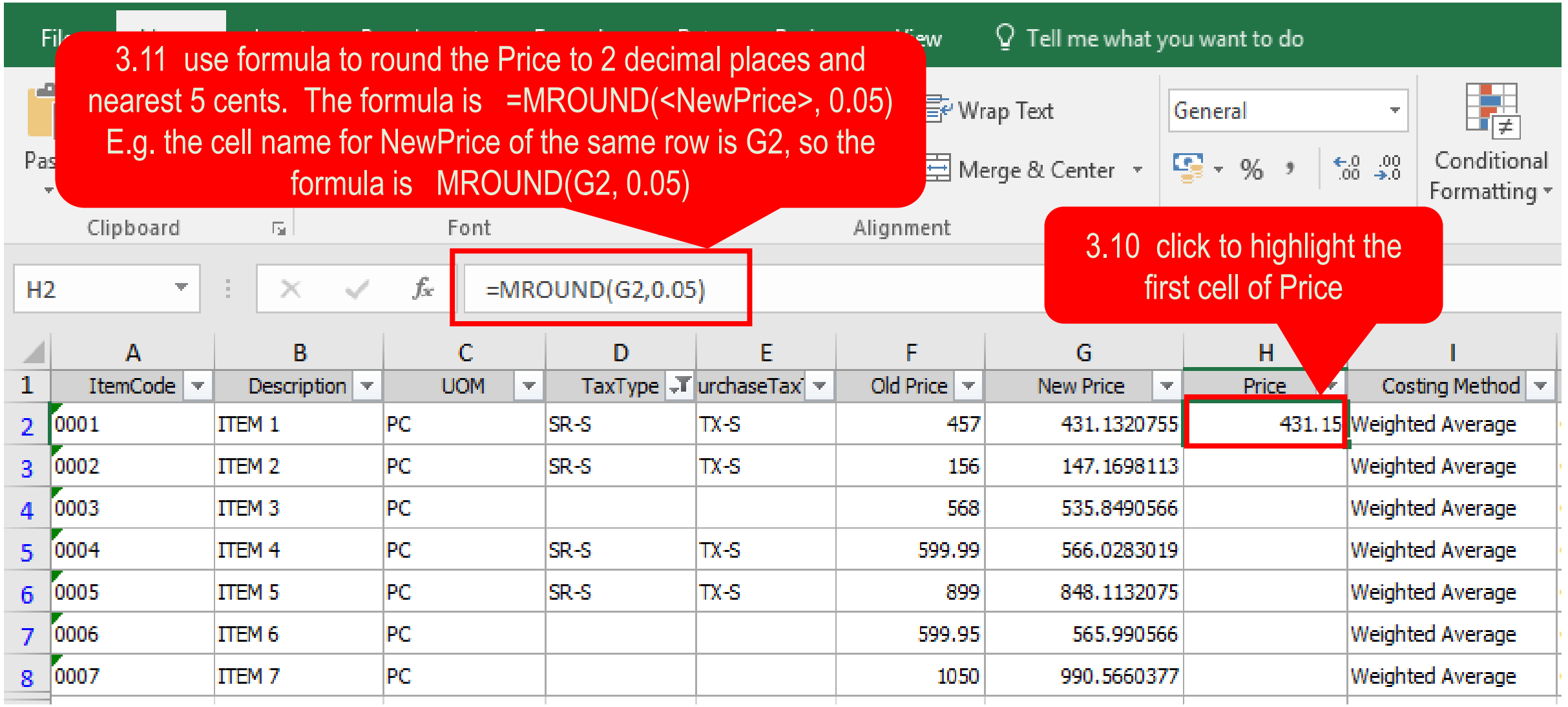
	A	B	C	D	E	F	G	H
1	Item Code	Description	Base UOM	Supply Tax C	urchase Tax C	Old Price	New Price	Costing Method
2	0001	ITEM 1	PC	SR-S	TX-S	457	431.1320755	Weighted Average
3	0002	ITEM 2	PC	SR-S	TX-S	156	147.1698113	Weighted Average
4	0003	ITEM 3	PC			568	535.8490566	Weighted Average
5	0004	ITEM 4	PC	SR-S	TX-S	599.99	566.0283019	Weighted Average
6	0005	ITEM 5	PC	SR-S	TX-S	899	848.1132075	Weighted Average
7	0006	ITEM 6	PC			599.95	565.990566	Weighted Average
8	0007	ITEM 7	PC			1050	990.5660377	Weighted Average

Step 3. Modify Prices in Excel



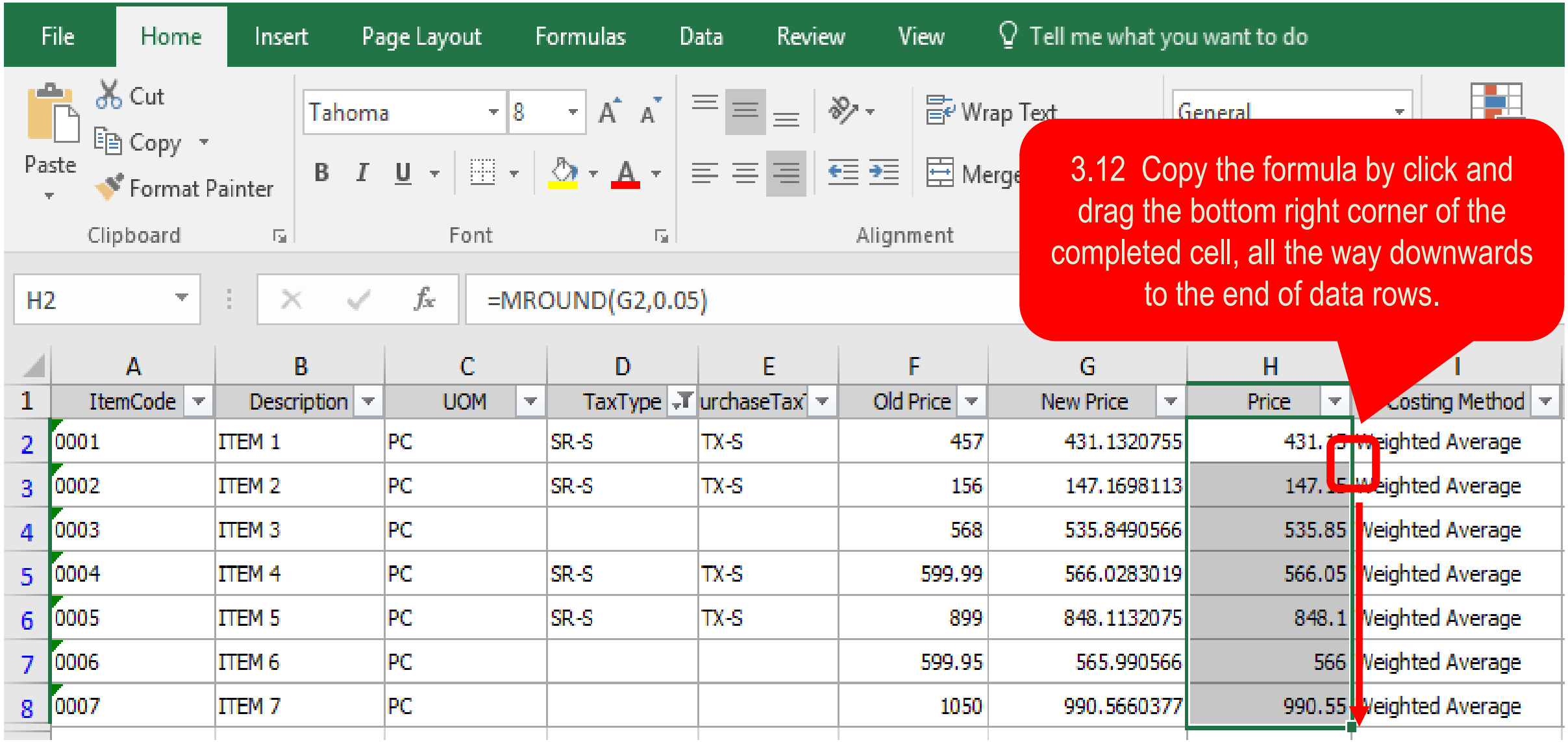
	A	B	C	D	E	F	G	H	I
1	Item Code	Description	Base UOM	Supply Tax C	urchase Tax C	Old Price	New Price	Price	Costing Method
2	0001	ITEM 1	PC	SR-S	TX-S	457	431.1320755		Weighted Average
3	0002	ITEM 2	PC	SR-S	TX-S	156	147.1698113		Weighted Average
4	0003	ITEM 3	PC			568	535.8490566		Weighted Average
5	0004	ITEM 4	PC	SR-S	TX-S	599.99	566.0283019		Weighted Average
6	0005	ITEM 5	PC	SR-S	TX-S	899	848.1132075		Weighted Average
7	0006	ITEM 6	PC			599.95	565.990566		Weighted Average
8	0007	ITEM 7	PC			1050	990.5660377		Weighted Average

Step 3. Modify Prices in Excel



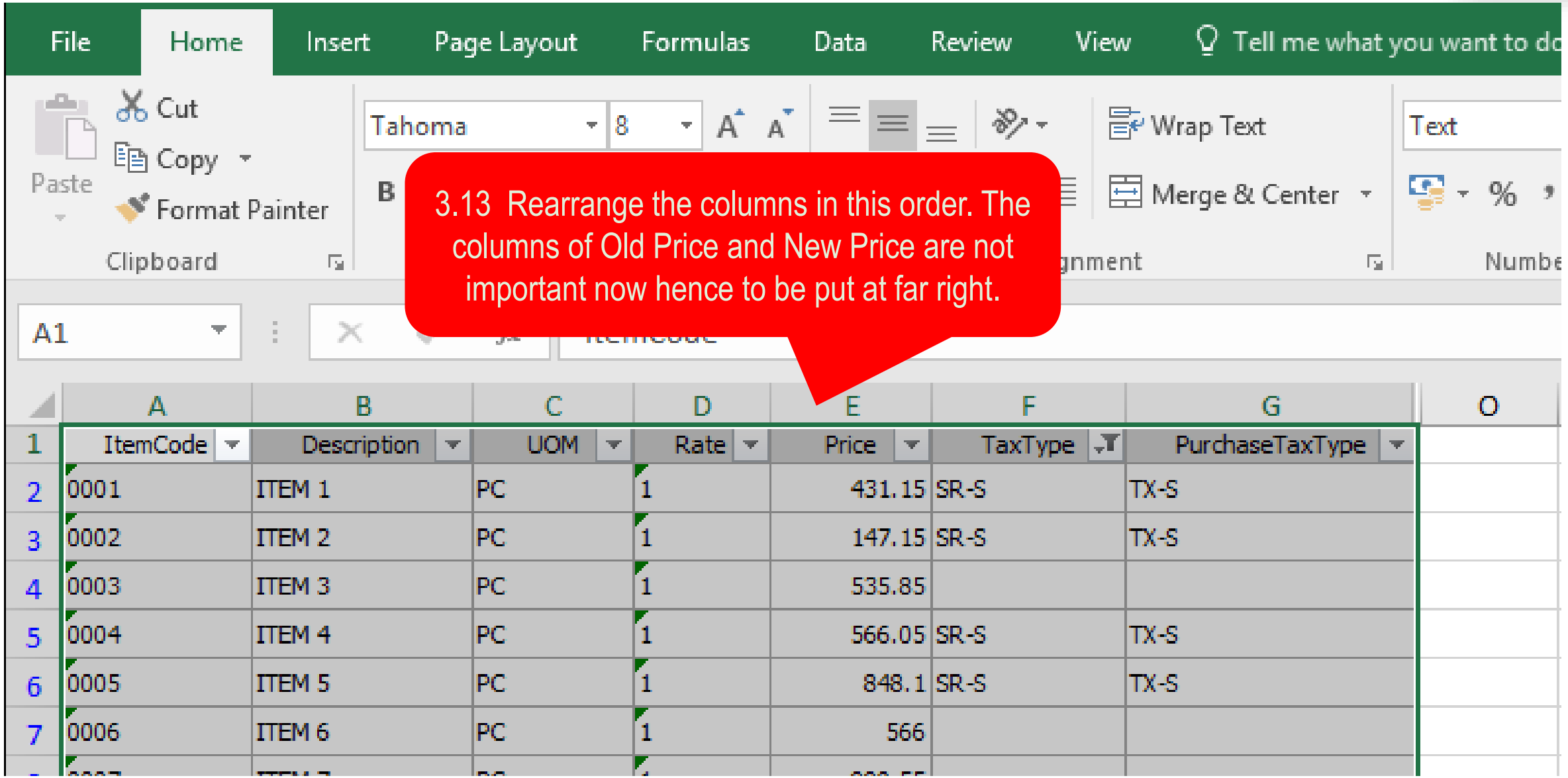
	A	B	C	D	E	F	G	H	I
1	ItemCode	Description	UOM	TaxType	urchaseTax	Old Price	New Price	Price	Costing Method
2	0001	ITEM 1	PC	SR-S	TX-S	457	431.1320755	431.15	Weighted Average
3	0002	ITEM 2	PC	SR-S	TX-S	156	147.1698113		Weighted Average
4	0003	ITEM 3	PC			568	535.8490566		Weighted Average
5	0004	ITEM 4	PC	SR-S	TX-S	599.99	566.0283019		Weighted Average
6	0005	ITEM 5	PC	SR-S	TX-S	899	848.1132075		Weighted Average
7	0006	ITEM 6	PC			599.95	565.990566		Weighted Average
8	0007	ITEM 7	PC			1050	990.5660377		Weighted Average

Step 3. Modify Prices in Excel



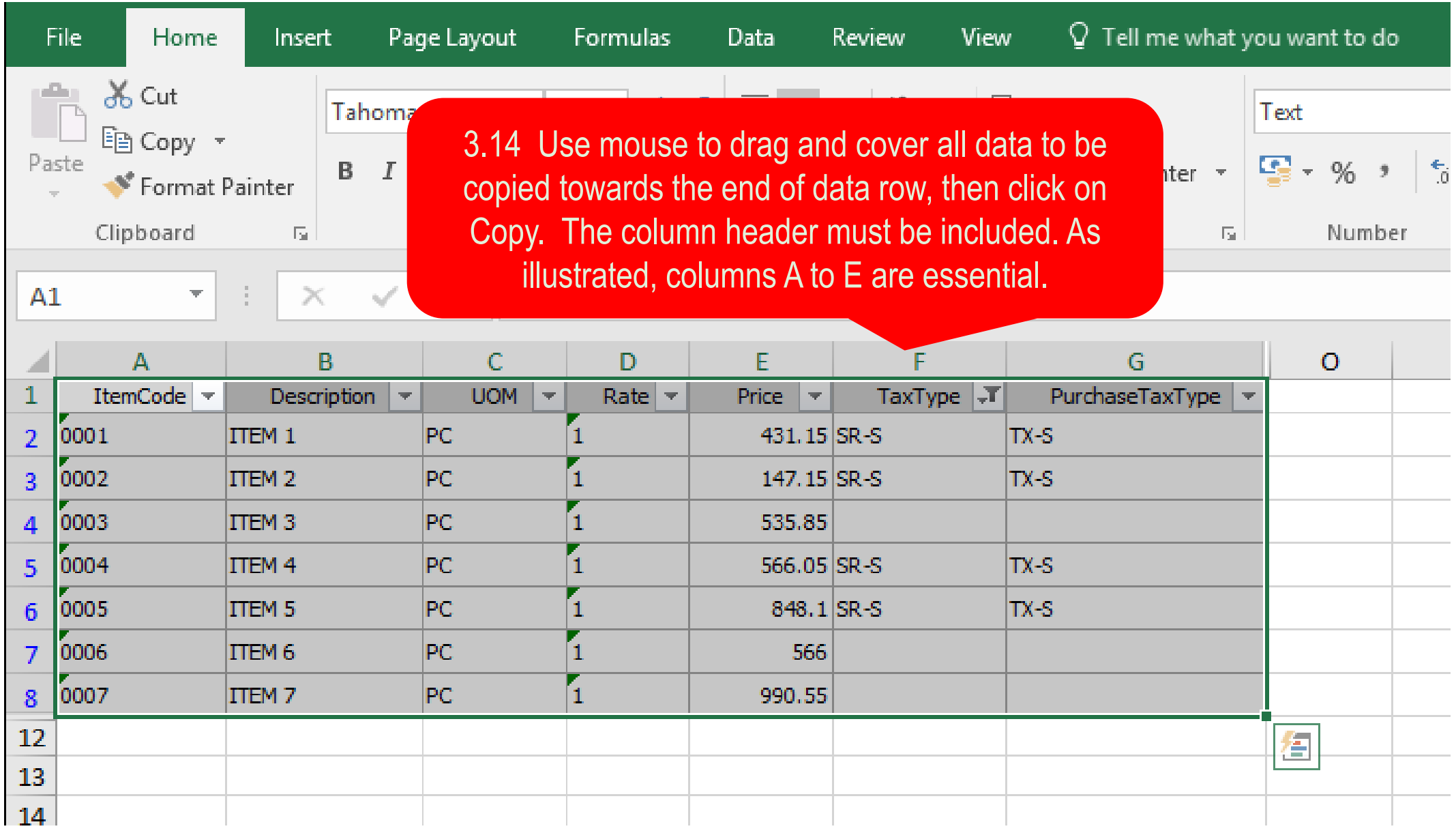
	A	B	C	D	E	F	G	H	I
1	ItemCode	Description	UOM	TaxType	urchaseTax	Old Price	New Price	Price	Costing Method
2	0001	ITEM 1	PC	SR-S	TX-S	457	431.1320755	431.1	eighted Average
3	0002	ITEM 2	PC	SR-S	TX-S	156	147.1698113	147.15	eighted Average
4	0003	ITEM 3	PC			568	535.8490566	535.85	Weighted Average
5	0004	ITEM 4	PC	SR-S	TX-S	599.99	566.0283019	566.05	Weighted Average
6	0005	ITEM 5	PC	SR-S	TX-S	899	848.1132075	848.1	Weighted Average
7	0006	ITEM 6	PC			599.95	565.990566	566	Weighted Average
8	0007	ITEM 7	PC			1050	990.5660377	990.55	Weighted Average

Step 3. Modify Prices in Excel



	A	B	C	D	E	F	G	O
1	ItemCode	Description	UOM	Rate	Price	TaxType	PurchaseTaxType	
2	0001	ITEM 1	PC	1	431.15	SR-S	TX-S	
3	0002	ITEM 2	PC	1	147.15	SR-S	TX-S	
4	0003	ITEM 3	PC	1	535.85			
5	0004	ITEM 4	PC	1	566.05	SR-S	TX-S	
6	0005	ITEM 5	PC	1	848.1	SR-S	TX-S	
7	0006	ITEM 6	PC	1	566			

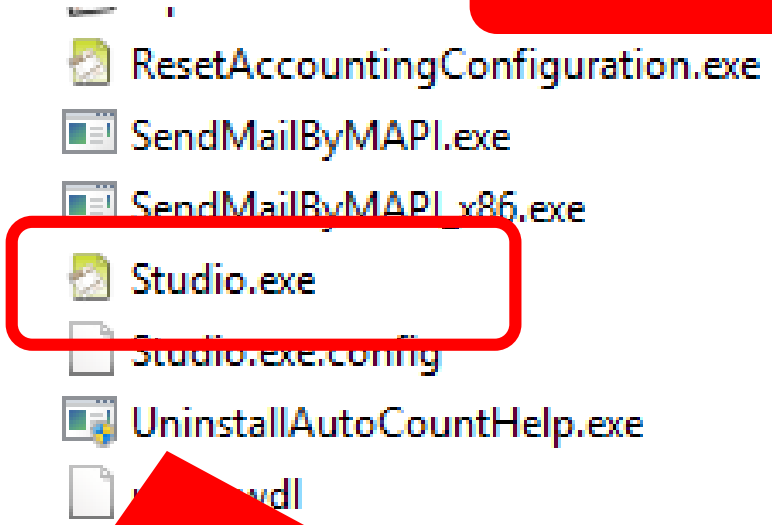
Step 3. Modify Prices in Excel



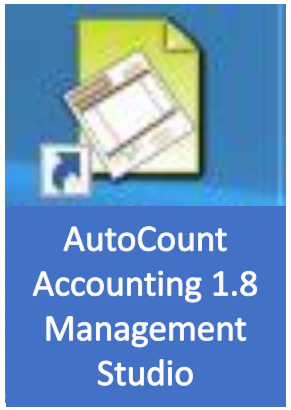
	A	B	C	D	E	F	G	O
1	ItemCode	Description	UOM	Rate	Price	TaxType	PurchaseTaxType	
2	0001	ITEM 1	PC	1	431.15	SR-S	TX-S	
3	0002	ITEM 2	PC	1	147.15	SR-S	TX-S	
4	0003	ITEM 3	PC	1	535.85			
5	0004	ITEM 4	PC	1	566.05	SR-S	TX-S	
6	0005	ITEM 5	PC	1	848.1	SR-S	TX-S	
7	0006	ITEM 6	PC	1	566			
8	0007	ITEM 7	PC	1	990.55			
12								
13								
14								

Step 4. Import The Modified Stock Price

4.1 Launch the AutoCount Management Studio



OR

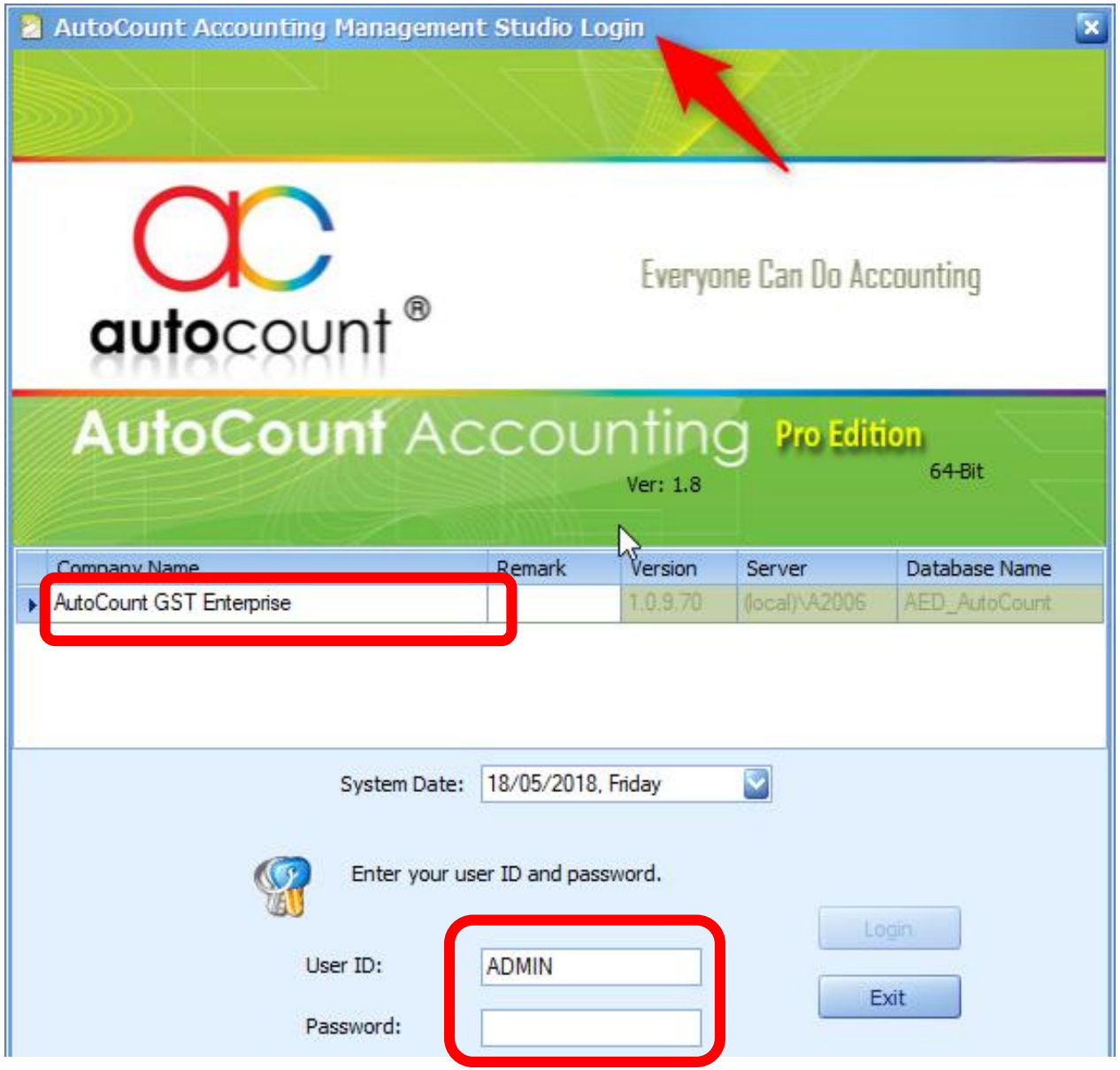


(a) If you are using “AutoCount Accounting 1.8”, go to C:\Program Files (x86)\AutoCount\Accounting 1.8 and double click on “Studio.exe”

(b) If you are using “AutoCount Accounting 1.8 64-bit”, go to C:\Program Files\AutoCount\Accounting 1.8 and double click on “Studio.exe”

Login using the shortcut icon of
“AutoCount Accounting 1.8 Management Studio”
OR
“AutoCount Accounting 1.8 Management Studio 64-bit”

Step 4. Import The Modified Stock Price



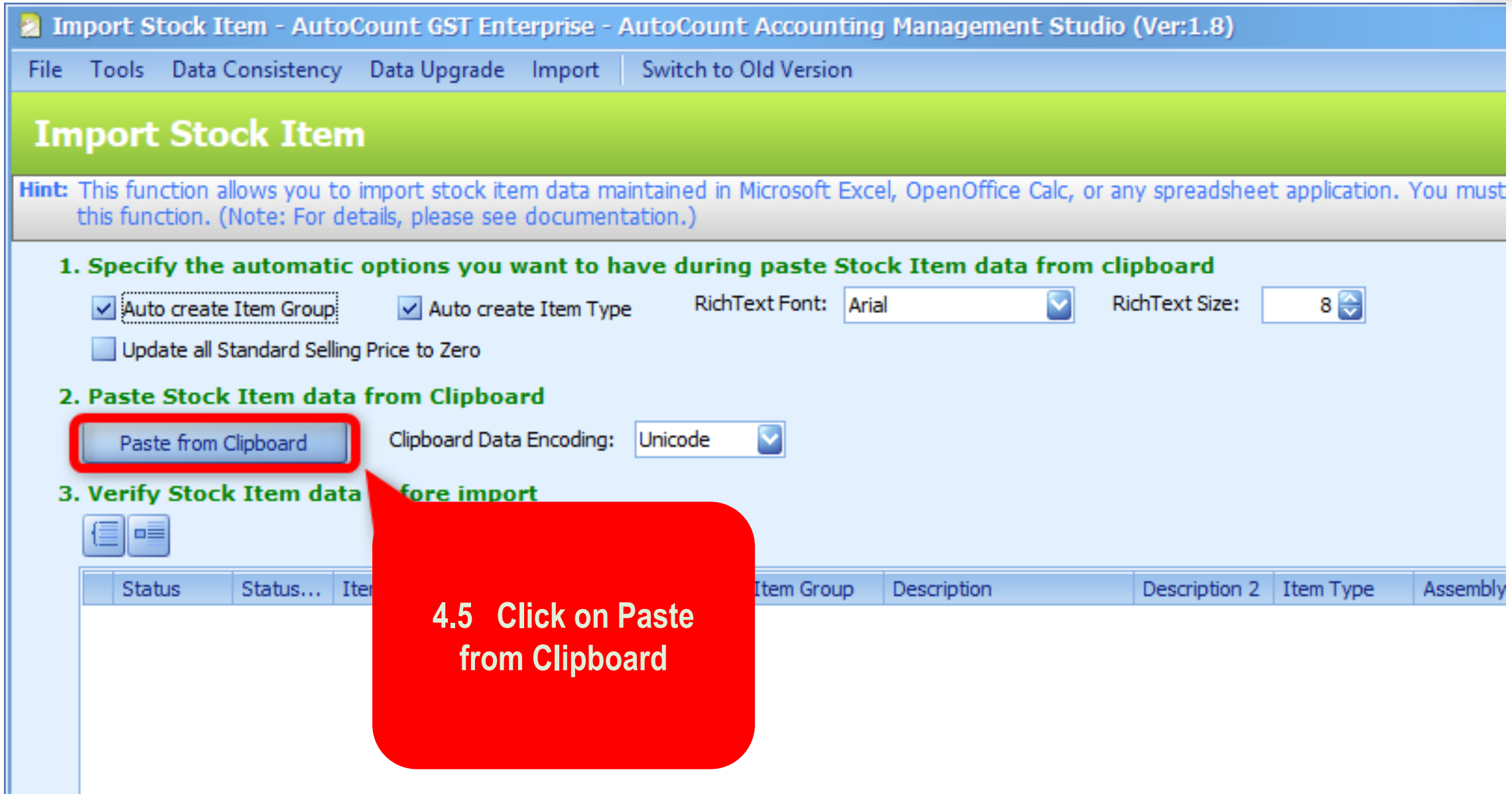
4.2 Select the correct account book

4.3 Login with user ID = “ADMIN”

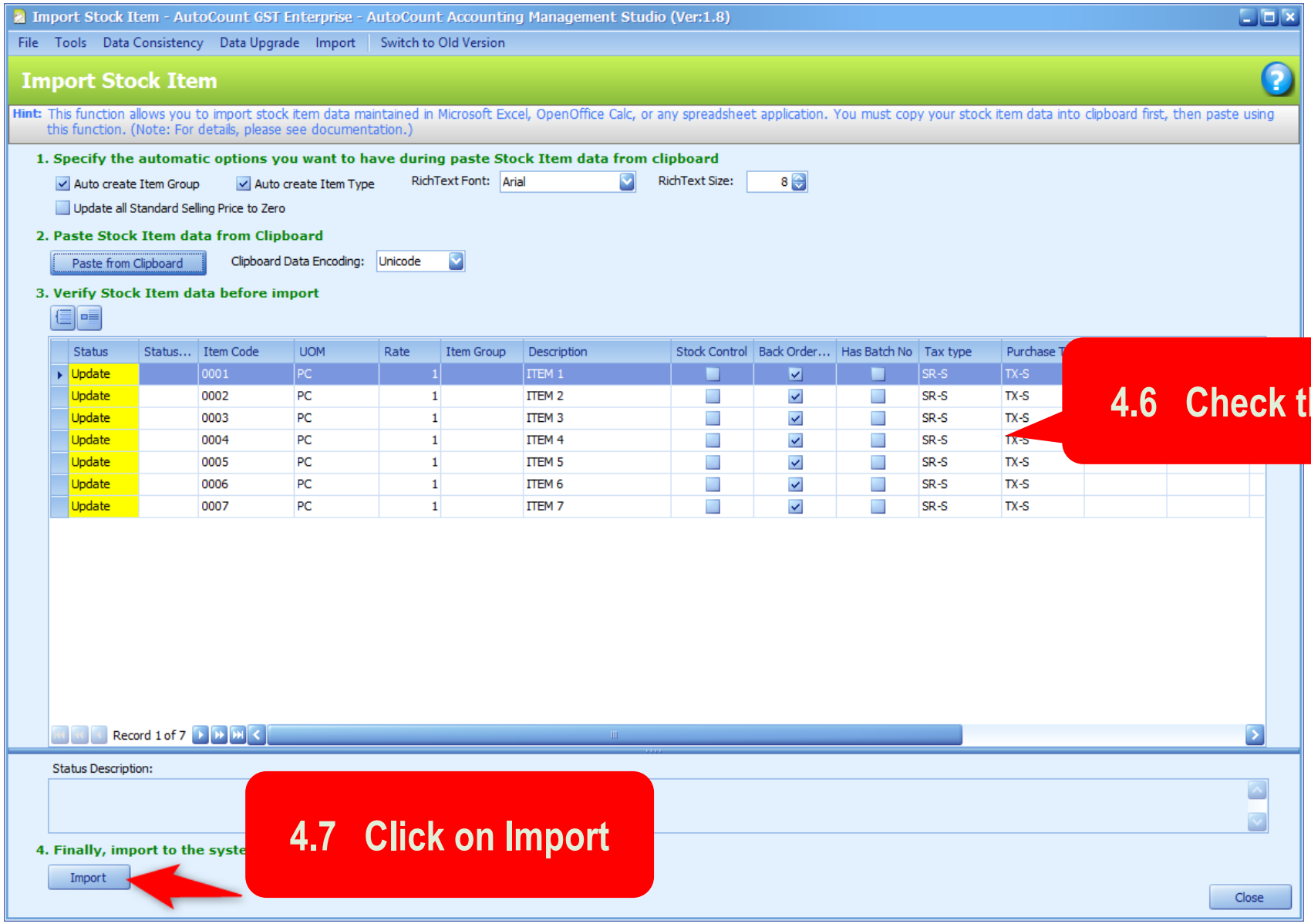
Step 4. Import The Modified Stock Price

4.4 Go to Import > Import Stock Item

Step 4. Import The Modified Stock Price



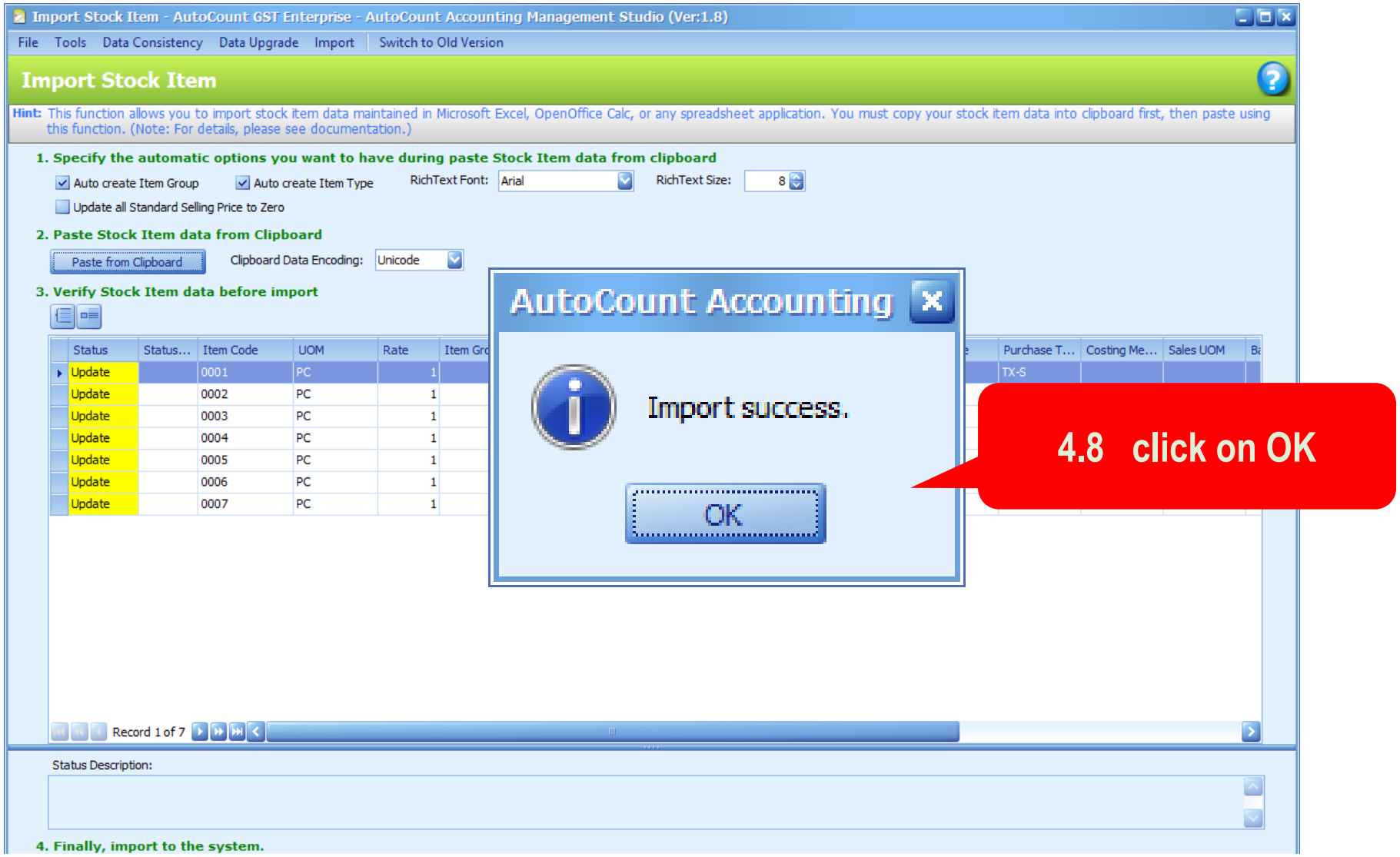
Step 4. Import The Modified Stock Price



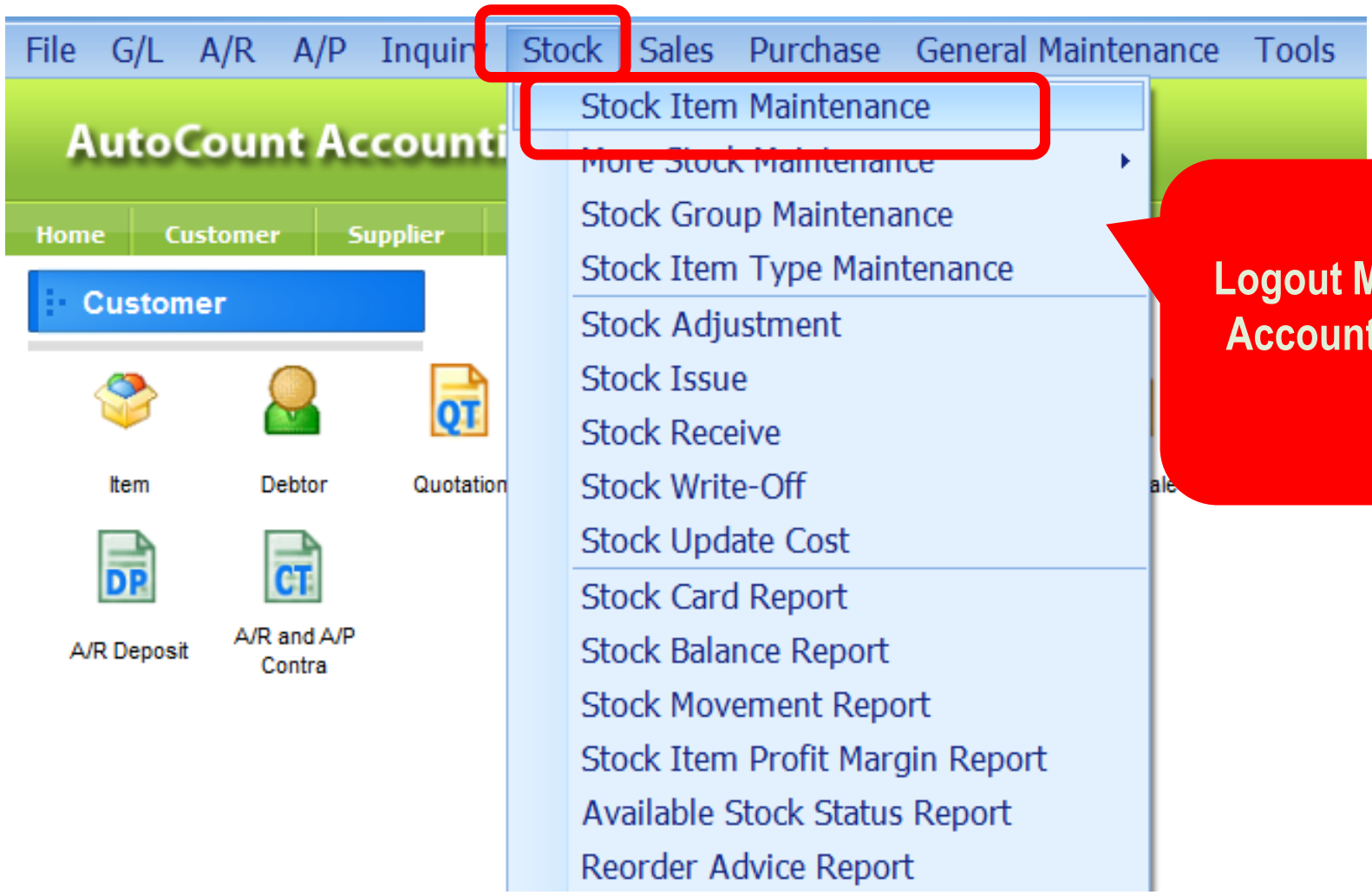
4.6 Check the info before importing

4.7 Click on Import

Step 4. Import The Modified Stock Price



Step 5. Verify The Modified Prices



Logout Management Studio, login AutoCount Accounting and examine the selling price in Stock Item Maintenance.

Thank You

Account | Billing | Stock | POS | Payroll

autocount

Microsoft GOLD CERTIFIED Partner

ISV/Software Solutions

MSC MALAYSIA Status Company